

California Energy Commission



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: OFFICE TECHNICIAN (Typing)

TENURE/TIME BASE:: Permanent/Full-time

SALARY: \$2,638 - \$3,209

LOCATION: Sacramento

FINAL FILING DATE: February 5, 2009

DUTIES/RESPONSIBILITIES: Under the general direction of the Office Manager, the incumbent will provide clerical support for the Office Manager and the Emerging Fuels & Technologies Office program staff. Primary support will be assisting the Office Manager with the operation and performance of administrative and technical tasks relevant to the projects and programs assigned to the Emerging Fuels & Technologies Office. The incumbent must consistently demonstrate a high degree of initiative, independence, and originality in performing general office duties. The incumbent will be required to communicate effectively, evaluate and prioritize daily workload, and utilize a personal computer and appropriate Commission software.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- Excellent attendance, punctuality, dependability, and telephone etiquette
- Ability to follow verbal and/or written instructions
- Accurate typing and proofreading skills
- Ability to work independently and under pressure effectively
- Good organizational skills
- Proficiency on a personal computer and familiarity with Microsoft Word, Excel, PowerPoint, and Access
- Ability to communicate ideas and thoughts effectively with a large diverse technical staff

WHO MAY APPLY All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. **Please indicate your eligibility for this classification on the state application form, STD. 678.**

Applications will be screened for experience, and only the most qualified will be contacted for an interview. A typing test may be given as part of the interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Emily Oren (RPA 610-536)
Personnel Office
1516 Ninth Street, MS-3
Sacramento, CA 95814-5504
(916) 654-4100

California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

RPA # 610-536

Pos. # 6100-1139-806

OK JMG 1-23-09